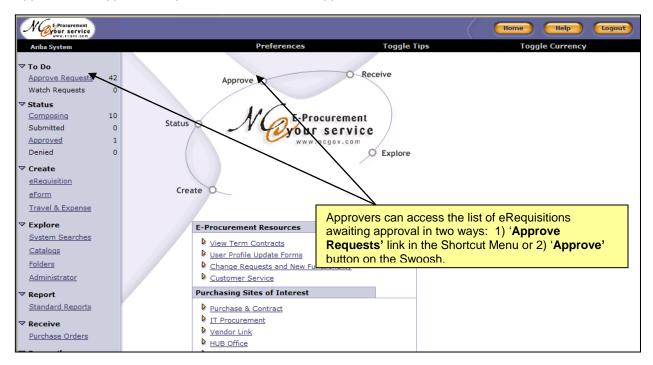


Approving an eRequisition

The approval process allows the appropriate personnel to approve, edit, or deny items that have been requested. Each eRequisition must be fully approved within the NC E-Procurement Service before the purchase order is generated and sent to the supplier. The approval flow for each user may differ based on the user's management level and supervisor. For more information on how approval flows are generated, please refer to the Security Administration – User Maintenance Process Guide.

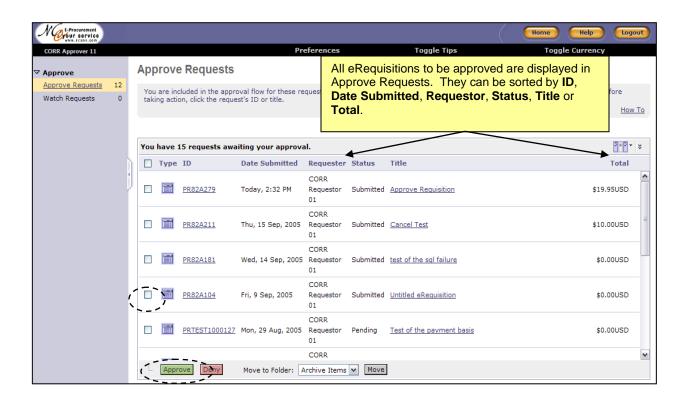
Approvers may set their E-Procurement e-mail preferences to receive an e-mail notification each time an eRequisition is sent to them for approval. This e-mail serves as a notification only. The requests will appear in the Approval Requests folder even if the approver elects not to receive the notification.



1. Click the 'Approve Requests' link from the Shortcut Menu.

Note: The Shortcut Menu will display the number of eRequisitions awaiting approval as well as the number of eRequisitions sent to the approver as Watch Requests. Watch requests are sent to the approver to view, but do not require their approval.



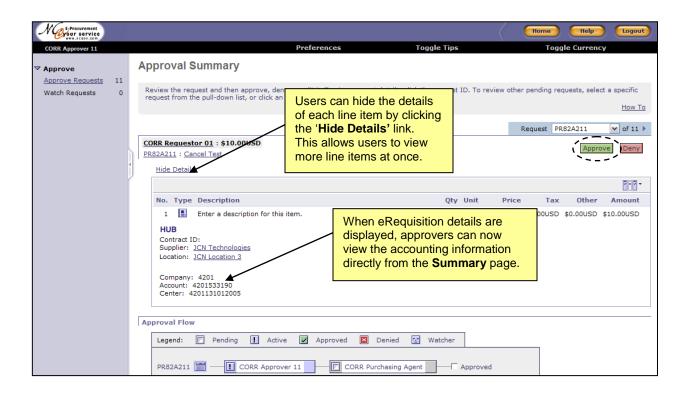


2. Review the eRequisition to be approved by clicking the 'Title' of the eRequisition or the eRequisition 'ID'.

Note: Users may approve the eRequisition(s) without reviewing the details by placing a checkmark in the checkbox beside the appropriate eRequisition and clicking the '**Approve**' button at the bottom of the list.

Note: To approve multiple eRequisitions at once, place a checkmark in the checkbox beside each eRequisition, and click the '**Approve**' button.

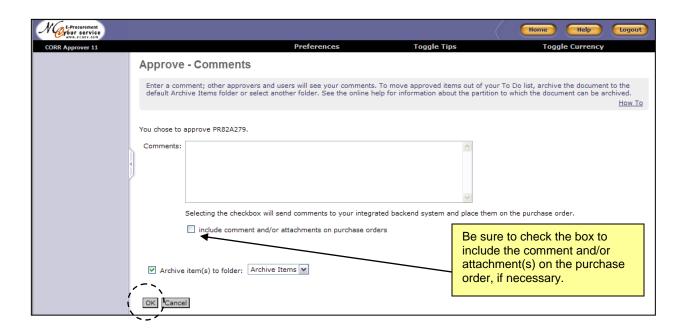




3. Review details and click the 'Approve' button.

Note: Approvers can now view the entire approval flow of the eRequisition as well as add comments directly on this page.





4. Add comments and/or attachments and click 'OK.'

Note: eRequisitions are automatically moved to the Archive folder after being approved unless another folder is selected. Use the dropdown box beside 'Archive item(s) to folder:' to choose the appropriate folder.

Note for NCAS users: Once all required approvers have approved the eRequisition, the eRequisition will become a purchase order and is automatically sent to the supplier. The status of the purchase order will be 'Ordered.'

Note for LEA and Community College users: Once all required approvers have approved the eRequisition, the eRequisition is then sent to the appropriate financial system (e.g., Sunpac, ISIS, or Colleague) for further processing. The status of the eRequisition will be '**Approved**' and will **not** change.